

# USER MANUAL

**How to Apply for starting New Programme(s)/ Level(s)  
in the Existing Institute**














**Approval Process 2021-22**



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,  
NEW DELHI- 110070**

ICONS FOR BUTTONS

Please refer to the following table in case of any confusion with buttons.

Sr. No.	Icon	Meaning
1		Save Record
2		New Record
3		Delete Record
4		Search Record
5		Collapse
6		Expand
7		Notification by AICTE
8		Navigation to next record in list
9		Navigation to previous record in list
10		Navigation to next set of records in list
11		Navigation to first set of records in list
12		Navigate to last record
13		Navigate to first record

**Q. Start New Programme(s)/ Level(s) in the Existing Institute**

**Note: Institute willing to Start New Programme(s)/ Level(s) in the Existing Institute (as per APH 2021-22 norms) can apply for this change.**

**STEP-01**

- a) Go to “Questionnaire” Tab.
- b) Select "Yes" against "Do you wish to apply for 'Extension of Approval (EOA)'?"
- c) Select "Yes" against "Do you wish to apply for any change(s) as per the provisions of this year Approval Process Handbook?"
- d) Select “Yes” against the question “Start New Programme(s)/ Level(s) in the Existing Institute”

**STEP-02**

- a) Click on “Validate Questions” Button
- b) After Successful Validation. Click on Save Button to move further.

**STEP-03**

- a) Navigate to "Programmes & Courses" Tab
- b) If you want to add new program
  - Open "Programme details" field, add new program by clicking on + button.
  - Once new Program is added, then visit course tab and click on + button to add New course
  - A pop up window will appear to add new course, fill the details of new course by selecting the new program and level. Save the record by clicking on save button in pop window.
  - click on “Validate the Course” button
- c) If you want to add “New Level” under existing Program then go directly to “Course” tab
  - click on + button to add the “New Course” under New Level.
  - A pop up window will appear, fill the details of new course by selecting the existing program and new level and save the record by clicking on save button in pop window.

→click on “Validate the Course” button

d) click on “Save” button to proceed further

e) Navigate to “Infrastructure” tab answer the question “Do you have any Additional Land for Merger or New Program?”

(If **Yes**, add details of land otherwise answer “No” to the above mentioned question)

f) click on “Save” button to proceed further

**Note:**

1. For more details, kindly refer APH 2021-22.
2. If adding **New level** under Engineering & Technology program, then only emerging area courses can be added.
3. Institute running Applied Arts and Craft as existing Program and willing to add Design program need not answer this Question as “Yes” (because Design is a part of Applied Arts & Craft program).

